



## Not-for-Profit Organisation Registration Form

### Details

Organisation name \_\_\_\_\_

Description of services \_\_\_\_\_  
\_\_\_\_\_

Website \_\_\_\_\_

Email \_\_\_\_\_

Phone number \_\_\_\_\_

Contact's position title \_\_\_\_\_

First name \_\_\_\_\_ Last name \_\_\_\_\_

Mobile phone number \_\_\_\_\_ Personal email \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

State \_\_\_\_\_

### Insurance

Please list your public liability insurance details below:

Insurance company \_\_\_\_\_

Policy number \_\_\_\_\_

Expiry date \_\_\_\_\_



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### Organisation

Does your organisation require a working with children check?  Yes  No

Does your organisation require a police check?  Yes  No

*The initial police check will be paid for by Volunteer for Knox. Subsequent police checks will be the responsibility of your organisation or paid for by the volunteer. (Annual limits of police checks may apply).*

How did you find out about Volunteer for Knox:

- |                                                      |                                                             |
|------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Knox business e-bulletin    | <input type="checkbox"/> Volunteering Victoria              |
| <input type="checkbox"/> Other service               | <input type="checkbox"/> Community Space at Westfield Knox  |
| <input type="checkbox"/> Advertising                 | <input type="checkbox"/> City of Knox                       |
| <input type="checkbox"/> Website                     | <input type="checkbox"/> Coonara Community House            |
| <input type="checkbox"/> Word of mouth               | <input type="checkbox"/> Other neighbourhood houses in Knox |
| <input type="checkbox"/> Other. Please specify _____ |                                                             |

What roles do you need filled by volunteers?

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Please provide a brief description:

*Contact will be made to ascertain further information once volunteer recruitment commences.*



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### Signature and declaration

#### ***Rights and obligations (Taken from Volunteering Australia Information Sheet – Volunteer Rights)***

The organisation is a not-for-profit.

The organisation carries its own volunteer insurance.

The organisation will arrange an appropriate induction session for the volunteer to ensure the volunteer:

- Is aware of necessary protocols for the organisation
- Understands any safety issues and procedures
- Receives the necessary and appropriate training or instruction to complete the volunteering opportunity

The organisation is aware of its obligations under government legislation and will ensure the volunteer:

- Has a healthy and safe workplace, which is also free from discrimination, bullying and harassment
- Access to a grievance procedure

A volunteer will be reimbursed for any expenses incurred at the request of the organisation

Any information obtained about the volunteer will be handled in accordance with Privacy Legislation, and the Privacy Policy of the organisation

A job description will be provided and agreed work hours negotiated with the volunteer/s, such as the Volunteer Policy, Complaints and Appeals Policy, Privacy Policy

The volunteer/s will not fill a position previously held by a paid worker

The volunteer/s will not do the work of paid staff during industrial disputes



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### Signature and declaration

#### **Privacy statement and acknowledgement**

Volunteer for Knox will not give any personal information about you to anyone else without your written permission. This is the law known as the Privacy Act, (2001).

We understand that Volunteer for Knox is required to provide the Knox City Council, through the Community Development department, with volunteer and training activity data which may include information I provide in this enrolment form. The Volunteer for Knox team and Knox City Council may use the information provided to it for planning, administration, policy development, program evaluation, communication, resource allocation, reporting and/or research activities. For these and other lawful purposes, the Knox City Council may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations.

For more information in relation to how volunteer information may be used or disclosed please contact Volunteer for Knox team on 0429 968 822 or office@volunteerforknox.com.au.

On behalf of the organisation I am authorised to acknowledge and agree to the terms described in this privacy statement.

I hereby declare that the information provided in this registration form is complete and accurate.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Position \_\_\_\_\_

Please return completed form with a copy of the organisation's Volunteer or Public Liability Insurance certificate of currency to a minimum value of \$10,000,000 (ten million dollars) is to be returned to Volunteer for Knox. **Return all forms to PO Box 7041, Upper Ferntree Gully VIC 3156.**

### Office use

*The following are for office use only. Please do not fill out.*

Date details recorded \_\_\_\_\_ Organisation ID \_\_\_\_\_

Staff operator initials \_\_\_\_\_